



Request to Cancel a Water Quality Permit or Registration

If you have questions about completing this form please contact the Applications Review and Processing Team at 512/239-4671.

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact the Records Services - Central File Room (CFR) Customer Service Center at: (512) 239-2900.

Permit / Registration Information

1. What is the TCEQ Water Quality Permit or Registration No.? _____
2. What is the EPA ID No.: **TX**_____
3. Current Name on Permit/ Registration:_____
4. What is the Customer Number (CN) for the current Permittee? **CN**_____
Search for your CN at:
<http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch>
5. What is the RE Reference Number (RN): **RN**_____
Search for your RN at:
<http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch>
6. Do you have a Domestic Reclaimed Water Authorization? Yes No

Facility Information

The activities authorized by the permit/registration (select all that apply):

Never started (facility was not constructed or was not put in service)

Terminated service on (Month/Day/Year)_____

Facility is/will be dismantled **OR** Facility is/will be sold and relocated

Diverted to another permitted facility

Date of diversion (Month/Day/Year)_____

Name of Permit/Registration Holder: _____

Permit/Registration No._____

Land application site closed (Month/Day/Year)_____

Other (please explain)

Responsible Official

Responsible Official Signature (Cancellation requests cannot be processed without the required signature. Please refer to 30 TAC §305.44 for signatory requirements)

I _____ Title: _____
(Printed Name) (An executive official)

certify that there are no remaining nuisance conditions or materials at the permitted/registered site which would endanger ground or surface water quality. I further certify that I am authorized under 30 Texas Administrative Code '305.44 to sign this document and can provide documentation in proof of such authorization upon request.

Signature _____ Date _____

Responsible Official Information

(The person must be an executive official meeting signatory requirements in TAC 305.43(a).)

First/Last Name: _____

Suffix: _____ Title: _____ Credential: _____

What is the executive official's mailing address as recognized by the US Postal Service?
You may verify the address at: <http://zip4.usps.com/zip4/welcome.jsp> _____

Mailing Address: _____

Internal Routing (Mail Code, Etc.): _____

City: _____ State: _____ ZIP Code: _____

Mailing Information if outside USA

Territory: _____ Country Code: _____ Postal Code: _____

Phone No.: _____ Extension: _____

Fax No.: _____ E-mail Address: _____

Fees

Do you owe fees or penalties to the TCEQ? Yes No

If yes, please provide the amount past due, the type of fee or penalty, and an identifying number.

Mail completed form to:

Texas Commission on Environmental Quality
Applications Review and Processing Team (MC-148)
PO Box 13087
Austin TX 78711-3087

Instructions

Permit / Registration Information

1. Please insert your permit number WQ00##### or Registration Number 7#####. If you are unsure of your number you can search for it at <http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=home.welcome> by either the customer (CN) or Regulated Entity (RN). A list of all permitted sites will show in the search window for the customer or site.
2. EPA ID Number: This number is assigned to Texas Pollutant **Discharge** Permits (TPDES) only. The number can be found on the top right-hand corner of your issued permit. You can also search for the number at <http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=home.welcome>.
3. Current Name on Permit/ Registration: Please list the current permittee. This information can be found on the first page of your permit.
4. Customer Number (CN): Each customer of the TCEQ is assigned a customer number. Search for your number at: <http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch>.
5. Regulated Entity Reference Number (RN): This is a number issued by TCEQ's Central Registry to sites (a location where a regulated activity occurs) regulated by TCEQ. This is not a permit number, registration number, or license number. Search TCEQ's Central Registry to locate your regulated site at: <http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch>
6. Domestic Reclaimed Water Authorization: Please indicate whether or not you hold a Domestic Reclaimed Water Authorization so that we may make a note of the address change with the authorization.

Facility Information

Please indicate the reason for the cancellation of the permit/registration (select all that apply). If the applicant terminated service, please provide the date the service was terminated. If the activities at the facility are being diverted to another permitted facility, provide the date of diversion (Month/Day/Year), the Name of Permit/Registration Holder, and the Permit/Registration Number. If another reason is needed, please explain in detail. Attach additional sheets if needed.

Signature

30 Texas Administrative Code §305.44. Signatories to Applications.

(a) All applications shall be signed as follows.

(1) For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.

(2) For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.

(3) For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).

Responsible Official Information

Provide the mailing address, phone number, fax and e-mail of the responsible official signing the request for name change.

Fees

If a permittee/registrant has outstanding fees, the request to cancel the permit/registration will not be considered for approval by the Executive Director. For account balance information, contact the Financial Administration Division, Revenue Section, at (512) 239-0344. Permits and registrations not cancelled prior to September 1st will be assessed annual fees.